

**MICHIGAN DEPARTMENT OF EDUCATION  
PUPIL TRANSPORTATION ADVISORY COMMITTEE**

Thursday, October 2, 2008 **(Please Note Meeting Date)**

9:00 a.m. – 12:00 Noon

State Board Room (4<sup>th</sup> Floor), John A. Hannah Building

**PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE MEETINGS  
9:00 – 10:15 a.m.**

(Per committee chairs recommendation, committees will meet as one.)

- Curriculum and Training – Hannah Building – State Board Room
- Management and Best Practices – Hannah Building – State Board Room
- State and National Issues – Hannah Building – State Board Room

**PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING  
10:30 - 12:00 NOON – Hannah Building – State Board Room**

**I. CALL TO ORDER**

The meeting was called to order at 10:30 a.m. by Mary Ann Chartrand.

**II. ROLL CALL AND RECOGNITION OF GUESTS**

- ☒ Michigan Department of Education: *Mary Ann Chartrand, Ken Micklash, Louis Burgess*
- ☒ Michigan State Police: *Sharron VanCampen (Primary); Jill McKelvey (Alternate)*
- ☐ Michigan Department of Transportation: *Jean Ruestman (Primary)*
- ☒ Michigan Department of State: *Carol Reagan (Primary);*
- ☒ Michigan Assn for Pupil Transportation: *Karen Losch (Primary)*
- ☒ Michigan Assn for School Business Officials: *Matt Losch (Primary)*
- ☐ Michigan Assn of School Administrators: *Mark Bielang*
- ☒ Michigan Education Association: *Art Przybylowicz (Primary)*
- ☐ Michigan Assn of School Boards:
- ☒ Training Agency Association of Michigan: *Vince Weiler (Primary); Steve Osborne (Alternate)*
- ☐ Michigan Head Start Association:
- ☐ Michigan PTA:
- ☐ Middle Cities Education Association: *Eddie Williams*
- ☒ Michigan Association of Inter. School Administrators: *Kim Hooper (Primary)*
- ☐ Michigan Association of Non Public Schools: *Brian Boderick (Primary)*
- ☐ Representative of Northern Michigan Directors: *William Coaster (Primary)*
- ☐ Representative of Rural Directors: *Kevin Doty (Primary); Carol Miller (Alternate)*
- ☐ Representative of Urban Directors: *Carl Ingram, Sr., (Alternate)*
- ☒ Representative of Suburban Directors: *John Roeck, (Primary)*
- ☐ Representative of Special Ed. Trans. Directors:
- ☒ Dean Transportation: *Kellie Dean (Primary); Duane Kooyers, (Alternate)*

**Guests: Sgt. Steve Spink and Lt. Charles Black of the Michigan State Police.**

### **III. APPROVAL OF JUNE 12, 2008 MEETING MINUTES**

**Moved to approve the minutes of the June 12, 2008 meeting. Supported. Passed.**

### **IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA**

- A. VII A – Changed Unit VI to Unit I.
- B. V A9 and A10 add two new items regarding legislation and site visits.

**Moved to approve the agenda as amended. Supported. Passed.**

### **V. OPENING COMMENTS/ANNOUNCEMENTS**

- A. MDE Initiated – (45 minutes)

1. Recognition of Sgt. Steve Spink of the Michigan State Police for his many years of serving MDE and PTAC.  
(Mary Ann Chartrand)

Mary Ann Chartrand presented Sgt. Steve Spink with a certificate signed by the Superintendent in recognition of his years of service to the children of Michigan through his work on PTAC.

2. Summary of Continuing Education Training for Transportation Supervisors (Bill Coaster)

Mac Dashney presented a chart (Attachment A) showing the statistics for attendance at the 2006-08 Transportation Supervisors' Continuing Education Program. He provided information regarding the potential for districts to be out of compliance with PA 187.

3. Status Update of Section 53 - Medical Examination Procedure for School Bus Drivers (Ken Micklash)

MDE Legislative Director Lisa Hansknecht provided a report to Ken Micklash saying that it is expected this legislation will be non-controversial and will be presented to the Legislature in January 2009.

Lisa has requested information about anything negative that PTAC feels may come up during the process.

4. Summary of School Bus Driver Training Related to Beginning Bus Drivers and Continuing Education (Vince Weiler)

Vince Weiler reported that the courses for both the beginning and continuing bus driver have been well received. The participants especially liked the liability portion and even the tests.

5. School Crossing Guard Training Curriculum – MDE and MSP Approval 08-08 (Ken Micklash)

MDE and State Police reviewed the AAA curriculum for the training of crossing guards. As soon as the final document is approved by both agencies, MSP will notify all police agencies in the state of its availability.

6. Beginning School Bus Driver Curriculum Update and Demonstration of TAAM Power Point Training Material (Ken Micklash and Kim Hooper)

Kim Hooper provided a demonstration of some of the PowerPoint presentations that are available for use by instructors of the various training courses.

7. Upcoming Events

a. MAPT Fall Conference (Karen Losch)

Karen Losch reported on the upcoming Fall MAPT Conference. "Communicating for a Positive Result" is the theme. The conference will be in Kalamazoo.

b. NAPT Annual Conference (Karen Losch)

Karen also reported that the NAPT will be held soon.

c. NASDPTS (Ken Micklash)

Ken reported that he will be representing MDE at the NASDPTS national conference.

8. National Congress Writing Update (Sgt. Sharron Vancampen)

Sgt. VanCampen reported on her progress on the national writing committee that she is chairing. Work is going well. She has committee members from across the country.

9. Onsite visits to ISDs

Ken mentioned that he will be visiting 5 ISDs this year to review their Section 74 funding and program.

10. Legislative Issues

Ken updated members on some legislative issues: criminal background checks for substitute bus drivers and prohibition of telecommunicating devices for bus drivers.

11. Governor's Traffic Safety Advisory Committee

Ken has been asked to represent MDE on the Governor's Traffic Safety Advisory Committee

B. Other

**VI. PRELIMINARY RECOMMENDATIONS PRESENTED TO PTAC**

A. Curriculum and Training (Bill Coaster, Chair) – (No items)

B. Management and Best Practices (Dale Goby, Chair) – (No items)

C. State and National Issues (Kim Hooper, Chair) – (No items)

**VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER**

A. Curriculum and Training (Bill Coaster) - (5 minutes)

1. Beginning School Bus Driver Curriculum - Unit V.

Carol Reagan of the Secretary of State presented a list of suggested changes to the draft Unit I language (Attachment B). Vince indicated that TAAM would approve the changes. A lengthy discussion ensued.

**Motion to approve the document as soon as the state agencies are able to approved the Unit. Support. Passed.**

B. Management and Best Practices - (Dale Goby) - (No Items)

C. State and National Issues - (Kim Hooper, Chair) - 10 minutes

1. 2010 National Congress on School Transportation (NCST) - The following individuals are being recommended to serve as Michigan's delegation for the 2010 National Congress: 1) Ken Micklash, Chair - Michigan Department of Education, 2) Kellie Dean - Dean Transportation, 3) Dale Golby - Golby and Associates, 4) Kim Hooper - Wayne RESA, 5) Matt Losch - Grand Ledge Public Schools, 6) Vince Weiler - Iosco RESA, 7) Lori Richardson - Oakland Schools

Kim asked for PTAC approval of the recommended list of participants.

**Moved to recommend the seven above named people to represent the Michigan Department of Education at the 2010 National Congress on School Transportation (NCST). Supported. Passed.**

#### **VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK**

A. MDE Initiated

1. To Curriculum and Training (No Items)

2. To Management and Best Practices - (5 minutes)

School Bus Driver Pre-Trip Inspection - Best Practice

Ken reported that the committee will develop a draft pre-inspection checklist. It will be presented to PTAC for consideration as a best practice.

3. To State and National Issues - (No Items)

B. PTAC Initiated

1. To Curriculum and Training - (No Items)

2. To Management and Best Practices – (No Items)

3. To State and National Issues – (No Items)

**IX. OTHER ISSUES**

Sgt. Spink mentioned that he had heard of a situation where an applicant lost points or failed a driving test when the person testing misapplied a law. If anyone hears that this happens, please notify Sgt. Spink or Sgt. McKelvey.

**ADJOURNMENT** at 12:30 p.m.

**UPCOMING PTAC MEETINGS:**

**February 19, 2009**

**June 11, 2009**

# 2006-08 Transportation Supervisors' Continuing Education Program Outcomes

Attachment A

76% 826	Percentage of fleets completing <i>Probable</i> number of school bus fleets.	Fleets sending supervisors Average Class Size	629 25	Percent Classes completed Supervisors attending CEP	100% 814	
32	Classes & Remaining Classes	0		Classes completed	32	
Session #	Program Date	Scheduled Instructor	Location	Training Agency	Topics	Attendance
1	Monday, February 18, 2008	Mac Dashney	Jackson ISD	Jackson ISD	1,2,3,4	18
2	Thursday, February 28, 2008	Mac Dashney	Washtenaw ISD	Washtenaw ISD	5,6,7,8	32
3	Tuesday, March 11, 2008	Mac Dashney	Macomb ISD	Macomb	2,3,4,5	19
4	Thursday, March 13, 2008	Dale Goby	Oakland Schools	Oakland Schools	6,7,8,1	37
6	Monday, March 17, 2008	Nate Rowen	Jackson ISD	Jackson ISD	7,8,1,2	25
5	Monday, March 17, 2008	Mac Dashney	Kalamazoo RESA	Kalamazoo RESA	3,4,5,6	32
7	Monday, March 24, 2008	Mac Dashney	Kent ISD	Kent ISD	4,5,6,7	47
8	Wednesday, March 26, 2008	Mac Dashney	Holt	Iosco RESA	8,1,2,3	25
9	Monday, April 07, 2008	Mac Dashney	Wayne RESA	Wayne RESA	5,6,7,8	34
10	Tuesday, April 08, 2008	Kim Hooper	Saginaw ISD	Saginaw ISD	1,2,3,4	26
11	Thursday, April 10, 2008	Kim Hooper	Genesee ISD	Genesee ISD	6,7,8,1	22
	Wednesday, April 16, 2008	Instructor Team Meeting	Vehicle Maint Center	Lansing		
12	Tuesday, May 06, 2008	Kim Hooper	Saginaw ISD	Saginaw ISD	2,3,4,5	21
13	Tuesday, June 10, 2008	Nate Rowen	Mason-Lake ISD	NWMTC	7,8,1,2	23
14	Wednesday, June 11, 2008	Nate Rowen	Traverse Bay ISD	NWMTC	3,4,5,6	28
15	Thursday, June 12, 2008	Nate Rowen	Wexford-Missaukee ISD	NWMTC	8,1,2,3	10
16	Monday, June 16, 2008	Kim Hooper	E.U.P. ISD	E.U.P. ISD	4,5,6,7	20
17	Wednesday, June 18, 2008	Kim Hooper	Greenville	Iosco RESA	2,3,4,5	18
18	Wednesday, June 18, 2008	Nate Rowen	Kalamazoo RESA	Kalamazoo RESA	5,6,7,8	31
19	Monday, June 23, 2008	Kim Hooper	Macomb ISD	Macomb	6,7,8,1	21
20	Tuesday, June 24, 2008	Dale Goby	Genesee ISD	Genesee ISD	3,4,5,6	15
21	Wednesday, June 25, 2008	Kim Hooper	Ottawa Area ISD	Ottawa Area ISD	7,8,1,2	39
22	Tuesday, July 01, 2008	Dale Goby	Wayne RESA	Wayne RESA	4,5,6,7	26
	Wednesday, July 09, 2008	Instructor Team Meeting	MAPT Office	MAPT Office		
23	Wednesday, July 23, 2008	Dale Goby	Kalamazoo RESA	Kalamazoo RESA	8,1,2,3	35
24	Wednesday, July 23, 2008	Mac Dashney	Marquette	NMU	5,6,7,8	29
25	Thursday, July 24, 2008	Mac Dashney	Marquette	NMU	1,2,3,4	37
26	Wednesday, August 20, 2008	Nate Rowen	Clare-Gladwin ISD	NWMTC	6,7,8,1	23
27	Wednesday, August 20, 2008	Kim Hooper	Tawas	Iosco RESA	2,3,4,5	26
28	Tuesday, September 23, 2008	Mac Dashney	Lansing	Iosco RESA	1,2,3,4	9
29	Wednesday, September 24, 2008	Dale Goby	Wayne RESA	Wayne RESA	7,8,1,2	36
30	Thursday, September 25, 2008	Mac Dashney	COP-ISD	NWMTC	3,4,5,6	8
31	Monday, September 29, 2008	Dale Goby	St. Claire ISD	St. Claire ISD	8,1,2,3	23
32	Tuesday, September 30, 2008	Mac Dashney	Kalamazoo RESA	Kalamazoo RESA	4,5,6,7	19
	Wednesday, October 01, 2008	Instructor Team Meeting	Spring Hill Suites	Lansing		
	Thursday & Friday, 10/16-17/08	Final Report To TAAM	Clare	Clare		

**Beginning School Bus Driver Curriculum  
Unit I – Driver Role and Responsibility  
Michigan Department of State Suggested Revisions**

Unit I – 14: Under MDOS Licensing Requirements, the bullet reading, “Road Test by a Certified State Examiner” should read: “Road Test by a state-approved examiner.” Third party examiners are not certified; they are approved by the Department of State.

Unit I – 21: The second bullet under MDOS requirements talks of needing a chauffeur’s license, group, P and S. Then the 5th and 6th bullets cover the P and S endorsements again. Also, where the bullets cover group B and C definitions, trailers can make a difference and may require a school bus driver to have a different group depending on the combination.

Unit I – 23: Drivers need to also show proof of residency. The following link details the current requirement:

[http://www.michigan.gov/documents/DE40\\_032001\\_20459\\_7.pdf](http://www.michigan.gov/documents/DE40_032001_20459_7.pdf)

Also, the line reading “Schedule and pay for your CDL skills tests. (Note: You may take the skills tests ...)” is a bit misleading. It implies you may schedule and pay at the Secretary of State branch office when you cannot. You must schedule, pay, and take the skills test with a third party skills tester.

Link to Road Skills Testing Organization Locator by County:

<http://www.sos.state.mi.us/bbos/3rdpt/index.html>

Another bullet states: “You may not apply for your first CDL by mail.” While it is correct that a first CDL must be applied for in person, it incorrectly implies a CDL may be renewed by mail. A CDL must be renewed in person.

Unit I – 23 and 24: It is recommended that the entire section “Who Needs a CDL?” be replaced with current language found in the *Michigan Commercial Driver License Manual*. Two bullet points in the current document are outdated and incorrect.

Link to the *Michigan Commercial Driver License Manual*:

[http://www.michigan.gov/documents/cdlmanul\\_16090\\_7.pdf](http://www.michigan.gov/documents/cdlmanul_16090_7.pdf)

Unit I – 24: It is also recommended the entire section “What Type of CDL Do I Need?” be replaced with current language found in the *Michigan Commercial Driver License Manual*. One bullet point in the current document is outdated and incorrect.

Unit I – 25: - Has a line reading “Your eligibility for a CDL will be checked by the Michigan Department of State through the Commercial Driver License



Information System (CDLIS)." Actually a driver's eligibility is checked against CDLIS, National Driver Record (NDR), Social Security On-line Verification System (SSOLV), and the Michigan record before issuance.

Unit I – 29: has outdated language for 257.732a which should be modified to read:

- 1) Until October 1, 2005, within 10 days after the receipt of a properly prepared abstract from this state or another state, or, beginning October 1, 2005, within 5 days after the receipt of a properly prepared abstract from this state or another state, the secretary of state shall record the date of conviction, civil infraction determination, or probate court disposition, and the number of points for each, based on the following formula, except as otherwise provided in this section and section 629c:

Also on this page, it has CDL punctuated (C. D. L. skills ...) and it's not elsewhere.